

IQAC MEETING

Dated: 23.2.2017

Agenda: 1. Formation of the IQAC Committee post NAAC accreditation, 2016

2. Handing over of charges by the previous IQAC team to the newly formed IQAC team.

Members present:

IQAC members, pre-NAAC, 2016	IQAC members, post-NAAC, 2016
Ruditi Sen	
Susmita Sen	Suchkanda Ghosh.
Nivedita Roy Barua	Sevalkene Sinha.
Papita Chandra	Pushita Gupta
Jaylita Dasgupta	Fatema Mondal
Elizabeth Sen	Dr. Smiti Mukherjee
Sudipa Sen.	Sharmistha Ghosh 23/2/17
Suchkanda Ghosh.	Deborah Guha (Malwala)
	A. Keendu 23/2/17.

- There will be a full IQAC meeting in late March or early April
- Handing over charge was done by the previous IQAC team to the new team
- Dr. S. Sen suggested to form a 'Best practice' committee
- Dr. A. Dey said that the team should focus on programmes that are collaborative like outreach programmes, research collaborations and student exchange
- It was suggested that transparency and usage of ICT in administrative part can be focused for the Best practice
- Dr. N. Roy Barman indicated that the Best practice is a sustainable condition and hence can not be changed, however, newer aspects can be added
- Dr. E. Dey mentioned that the documentation system needs to be reformatted as per the NAAC requirements and that at least one member should remain in common in the IQAC committee and Documentation committee
- Dr. A. Dey mentioned that research of the college has to be strengthened.
- Wednesday was decided as an IQAC meeting day, from 11 A.M.
- Next date for meeting was fixed at 6th March, 2017, at 11 A. M.

IQAC

DATE OF MEETING - 6.3.2017.

1. Anjali Jey
2. Suchanda Ghosh.
3. Fatema Mandlaywala
4. Sushita Gupta
5. Akundu
6. Sevalene Simbe.
7. Giree Mukherjee.
8. Sharmistha Ghosh 06/03/17
9. Debolina Guda (Malavika)

Agenda :-

1. Preparation of IGAR
2. Sorting out of the Plan of Action of the IQAC in the session 2017-2018.
3. Delegation of duties among the IQAC members.
4. General planning for the IQAC.

MINUTES OF THE IQAC MEETING

An IQAC Meeting is held on **06.03.17** at **11 A.M** in the **Conference Room**. Dr. Aditi Dey, Principal, Shri Shikshayatan College, Prof. Suchhanda Ghosh, Coordinator, IQAC and other members of the IQAC team were present. The minutes of the meeting are as follows:

- A meeting will be called by the IQAC with the heads of departments and the conveners of different committees
- A soft copy for updates will be put up in the college share and the last date for the update will be 22nd March
- Hard copies of the updates will be requested to be retained by the departments and committees for future reference
- Duties: Siuli Mukharjee and Debolina Guha Thakurta: To jot down departmental inputs
Fatema Mandelewala and Sharmishtha Ghosh: To jot down committee information
Devleena Sinha and Agnita Kundu: To coordinate the formatting of documentation master folder with the Documentation Committee
- Workshops to be planned for the NTS and faculty related to capacity building and leadership
- The college has plans for an external academic audit in 2019
- Green audit and students' summer projects should be sustained
- IQAC coordinator to prepare a presentation for the full IQAC meeting and present it before the other members for constructive suggestions
- The next meeting was scheduled in 29.3.17

Date of meeting: 29.3.2017

Ref: IQAC teachers' body meeting

Agenda:

- Update of AQAR, 2016-17
- Discussion on the reframing of the documentation folder of the college
- Future plan (2 years) of IQAC in the light of NAAC, 2016 recommendations and guidelines of NAAC

Members present:

1. Radhi Dey
2. Akundn
3. Dr. Guli Mukherjee
4. Shaornistha Ghosh 29/3/17
5. Fatema Mandlaywala
6. Debshia Gula Mukherjee
7. Sreelakshmi Sinha
8. Sushita Gupta
9. Suchhanda Ghosh
10. ~~Dr. Guli Mukherjee~~

students & teachers - learning centric.

action Pts. for IQAC - Jul, 17 - June, 18.

Requirements of IQAC - to be told to depts.

- Students -
2. Lib., Canteen, office, admission, grievance redressal, infrastructure, ^{dealing} 'parents'.
1. UGC seminar by depts.; Gender issue
 4. Best practices - from other institutions - e.g. SACS, RKM.
 5. IQAC members' seminar - with other colleges; IQAC sponsored UGC seminar
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8) By 10th May, 17, all data to be uploaded by depts. & com.

9) Research experience, teaching experience outside college, date of award of Ph.D

10) All data till 20th June, 17 - to be incorporated by IQAC.

11) No. of faculty with / pursuing Ph.D / with / pursuing M.Phil.

12) Research con.

Students' Council

Documentation con.

H.O.D

Nature Club

} Jt. meeting with IQAC.

14) Next meeting with the HODs & IQAC - on 12th Apr., 17 at 12:45P.

15) IQAC - to connect with all stakeholders - including students

16) Next IQAC meeting - on 12.4.17 - at 10:30 A.M. - AQAR proforma to be filled up

17) Schedule for 'lecture capture' from the HODs. - the Princip. to communicate

18) Sustained outreach social service by the college - as best practice

19) Institutional email ID for faculty

20) Update the website - meeting on 12.4.17.

21) Alumni portal

22) Students' Directory - 1st Year.

IQAC - Teachers' body meeting - held on 29.3.17 at 10.30 AM.

- 1) S. Ghosh - communicated the highlights of the meeting held with Documentation Com. Convenor, Dr. E. Dey - Suggestion regarding collection of details regarding research etc. by the Research Com. - the same for the Social Welfare Com. ^{E. Dey expressed that it would be president of the Soc. Com. collects all the details}
- 2) A. Dey - Notification regarding Anti-Ragging ^{and Sexual Harassment} with the names of the concerned teachers to be put up ^{in the campus}; Constitution of Students' Council. Research Com. - not a T.C. Com. - tenure for 5 yrs. till 2019; Anti-Rag. Sexual Har. Com - not a T.C. Com. - requirement by IQAC, A. Kundu - if new members could be co-opted ^{by} for the Research Com. Vision ~~Com~~ of the Research Com. - extremely imp. as said by the NAAC. Peer Dean, A. Dey - was not in favour of co-opting new members. U.G.C. Grants cannot be given to self-financing courses. Research Com. - will have to make all information available regarding Major/Minor Research Projects to all the teachers. Research - main focus of college.
- 3) Jt. meeting - Research Com. & IQAC Teachers' body.
- 4) Suggestion by A. Kundu - update the documentation folder twice a year - last day before ^(15th May) summer & ^(15th Jan) winter recess - mandatory - notified to the HOD - to be incorporated in the Dept. al Academic Calendar.
- 5) Principal to meet the HODs - to communicate the requirements of the IQAC.
- 6) Documentation Com. to collect the pending data for '15-16 and '16-17.
- 7) Res. Com., Social Welfare Units, Cul. Com., Medical Com., Naltee Club, Placement Cell & Career Counselling Com., Students' Council (3 units), Alumni Ass., Women's Forum, NCC, Lib. Com., Sports - to submit data for AQR.
- 8) Recommendation of NAAC, Role of IQAC
Role of IQAC - S. Gupta - Depts. to be intimated regarding exchange programs - with colleges - syllabus workshop - for

Date of meeting: 12.5.17

Ref: IQAC teachers' body meeting

Agenda:

- College website
- Anti ragging and sexual harassment cell rules and notices

IQAC members:

1. Anil Dey
2. Fatema Mandlaywala
3. Sharmistha Ghosh
4. Sushila Gupta
5. Sevalene Linke.
6. Debopriya Guha (Prakruti)
7. Dr. Smiti Mukherjee.
8. Arundh
9. Suchanda Ghosh.

MINUTES OF THE IQAC MEETING

An IQAC Meeting is held on **12.5.17** at **10.30 A.M** in the **Conference Room**. Dr. Aditi Dey, Principal, Shri Shikshayatan College, Prof. Suchhanda Ghosh, Coordinator, IQAC and other members of the IQAC team were present. The discussions made in the meeting are as follows:

- The agenda of the meeting is the modification of college website.
- The website takes a long time to open.
- The college name and the logo should be at the top of the page and information regarding the online application should come after that.
- Instead of giving so many photographs for which the website is taking a long time to open, a collage of photographs can be made.
- All photos to be displayed in the gallery.
- Search engine should be at the corner-top instead of being at the bottom.
- Separate tab of BA, B.Sc and B.Com should be made and the related information regarding each of the department should be linked to the respective course. For instance, information related to tally must be linked to the commerce section only.
- The website must give information about Student Council as apolitical, elected and democratic.
- There are many societies like Chorchha, Quidra etc which functions in the college. These societies must be mentioned under the Students Societies category.
- The NSS wing of the collage has a wide spread of functions. Instead of giving a generalized introduction of the NSS in the website, more detailed information of its activities can be given along with a collage of photographs.
- The website should mention that Shri Shikshayatan College is one of the three leading colleges of Kolkata which offers the facility of LTS.
- Shri Shikshayatan College can boast of the different magazines that are published by the different departments. Those magazines should find a mention with the Students Magazine.
- Different programmes of the Women's Forum should be highlighted in the college website.
- The Active Learning Day is observed by all the departments of the college. The website must highlight that.
- It is written in the website about the presence of the Chess Instructor in the college. Initiative must be taken to find out the presence of the same.

- A different tab of co-curricular activities must be made and all the related information must go within it.
- Prof. Deblina Guha Thakurta proposed for a separate college e-mail id for the HOD/ professors of all the departments.
- The hostel facility link is there at the top of the college website. Discussion must be made whether this will remain there or is to be shifted to any other location of the website.
- The IQAC team expressed their opinion of a major overhauling of the website and proposed for a web designer with the formation of a technical committee for assisting in this task. But Principal Madam stated that the IQAC team should be involved in making the necessary changes with Mr. Subhro in the long run.
- Prof. Devaleena Sinha said that Prof. Soumitro Basu and Jhuma Chakraborty have given their consent for organizing a counseling session and workshop for Mental Health with students not less than 40. It was decided in the meeting that such workshop can be organized initially for the Third Year students at the end of July.

Date of Meeting: 17.5.2017

Ref: Meeting of the Principal and the IQAC coordinator with conveners of different committees.

Agenda: Discussion on the plan of action for session: 2017-18

Members present:

Principal: Raniti Dey 17.05.17.

IQAC Coordinator:

Suchhanda Ghosh.

Research Committee: Jayati Das 17/5/17.

POA to be submitted by 18th May '17. Tania Chakraverty 17.5.17

Nature Club: Ramyani Chatterjee 17/5/17
POA to be submitted.

Placement Cell and Carrier Counseling:

Vinita

College social service committees:

NSS: Gitanjali Ghosh 17/5/17 POA to be submitted,
Aruna 17/5/17

LTS: Jatema 17/5/17 - POA to be submitted.

SWC: POA to be submitted Susmita 17/5/17

COSU: Plan of Action to be submitted Susmita 17/5/17.

MINUTES OF THE MEETING WITH PLACEMENT CELL

A Meeting is held on 17.5.17 in the Conference Room. Dr. Aditi Dey, Principal, Shri Shikshayatan College, Prof. Suchhanda Ghosh, Coordinator, IQAC and Vinita Khandelwal, the Placement Cell officer of the college were present. Vinita put forward the Plan of Action for the coming session. The discussions made in the meeting are as follows:

- To explore the suggestions of NAAC which they made during the last NAAC visit of September, 2016.
- In the website of Shri Shikshayatan College, a job portal should be made so that the students can directly enroll there and submit their job profile.
- Principal Dr. Aditi Dey said that Shri Shikshayatan College should focus on the nature of collaboration with the Placement agency. Although, the counseling should be done by the Placement Agency twice a year but it was done only once in February.
- The Placement Agency should not offer such counseling between July to September because of the start of the session and instead should plan during the vacation in October.
- The students of the PG Department of English expressed their dissatisfaction over the recruitment done through the Placement Cell last year. The M.Com students were also unhappy with the list of recruiters and the job profile offered like that of cabin crew etc.
- Vinita said that when the placement interview was arranged by ITC, two-third students turned up. Big companies come on their own terms and in their own time. So, the timing of placement is a problem.
- Principal Madam said that the college is governed by the CU calendar. So, by keeping in mind the exam schedule, the third year students can only be considered for placement.
- Prof. Suchhanda Ghosh said that the Companies can post their details in the Job portal of Shri Shikshayatan website and those students who are registered can only log in and see the details of the offers.
- Vinita said that the Third Year students are not much serious. From her experience of last year, she said that around 900 students registered in the Placement Cell while only 200 students turned up when 8 companies came for recruitment.
- Dr. Dey suggested that the Placement cell can take a registration fee so that they become more serious while registering in the Cell. For instance, St. Xavier's College takes a registration fee of Rs 300. But Principal needs to talk to the Management for this.

- Vinita said that our girls lack the employable skill and can't answer the interview questions satisfactorily. Principal Dr. Dey suggested that the Placement Cell should organize workshops to prepare them. Students should be taught how to write CV and face interview. The college gives Rs 1000 to the speaker who comes for delivering lecture in the workshop.
- Only registered students are welcome in the Placement cell and not the unregistered one.
- Principal Dr. Dey said to find out how other colleges having Placement Cell functions.
- Principal said that if the companies come in January then it will be better as the Test Examination would be over by then.

MINUTES OF THE MEETING WITH NATURE CLUB

A Meeting is held on 17.5.17 in the Conference Room. Dr. Aditi Dey, Principal, Shri Shikshayatan College, Prof. Suchhanda Ghosh, Coordinator, IQAC and Prof. Ramyani Chatterjee, Convenor of Nature Club were present in the meeting. The Convenor put forward her Plan of Action for the Club. The discussions made are as follows:

- The Club aims to make a Green Audit for the year 2017.
- A visit to Eco Park is on their agenda.
- Principal Aditi Dey said that the Nature Club should focus on the college as the Plastic free zone. The Club should take a drive and pledge for no plastic bag or bottle.
- The IQAC Coordinator Suchhanda Ghosh placed importance on the segregation of dry waste which can be included in the Plan of Action of the Nature Club.
- A workshop can be arranged for extending the activity of the Nature Club and distinguished speakers from Pollution Control Board can be invited in such workshops. An awareness programme would complement this effort.
- No laminated notice should be displayed in the campus.
- The Nature Club will collaborate with the WWF through out the year. Principal Dey said that this should be a long term collaboration.
- The Convenor said that the Club intends to make a survey on the adulteration of food.
- Principal Aditi Dey said that all these plans should be put to the academic calendar from the period July, 17 to May 15, 2018.

MINUTES OF THE MEETING WITH SOCIAL WELFARE COMMITTEE

An Meeting is held on 17.5.17 in the **Conference Room**. Dr. Aditi Dey, Principal, Shri Shikshayatan College, Prof. Suchhanda Ghosh, Coordinator, IQAC and Prof. Sushmita Sen, the convenor of the Social Welfare Committee were present. The discussions made in the meeting are as follows:

- Prof. Sushmita Sen proposed a collaborative project with the Robinhood Army which distributes surplus food to the poor. Dr. Sen had a talk with Mr. Masood who looks after this activity of the Robinhood Army. Mr. Masood had showed his interest and informed that only Delhi Public School collaborates with the Army for such venture. If the students of Shri Shikshayatan College collect food from different shops which are surplus and give it to the Army then it would be also of help. For instance, Govinda, shop and restaurant are in their donor list.
- Prof. Sen said that the collaborative venture with 'Sanchari' will continue like before.
- Prof. Sen had a three fold proposals for organizing three cultural programmes on the occasion of Mother's day at **Old Age Home**, Children's Day for **Special Children** and Health Camp for **Slum Children**.
- Prof. Sushmita Sen said that all these are best practices. College gives a substantial amount of money for ICT. But if the amount for incurring in the social welfare can be increased then it would be a great help. If ten or fifteen homeless children are identified and give them a ticket by which they can avail a lunch and a dinner in the nearby pice hotels for atleast ten days then this would be a service for a great cause. But the tickets should be non-transferable. Prof Sen informed that Ramakrishna Mission also does the same service. Principal Aditi Dey asked Prof. Sen to submit a project on this focusing on its objective, assessing the direct impact on the poor and the recurring expenditure associated with this.
- Lastly, Prof. Sen said that she needs few more members for the working of the Social Welfare Committee.

MINUTES OF THE MEETING WITH CENTRAL RESEARCH COMMITTEE

An Meeting is held on 17.5.17 in the Conference Room. Dr. Aditi Dey, Principal, Shri Shikshayatan College, Prof. Suchhanda Ghosh, Coordinator, IQAC and Prof. Jayati Das, Convenor of Central Research Committee were present. The discussions made are as follows:

- Prof. Jayati Das has asked Prof. Indrani Saha to find out whether Professors of this institute can guide research scholars and to know of the privileges associated with this but it is yet to be done.
- Prof. Sharmistha Ghosh of the IQAC Team has said before in a meeting that the UGC has a portal where online application can be made for the research projects. Principal Aditi Dey said that the IQAC Co-ordinator, and Research Committee Convenor can sit and apply for this online.
- Prof. Jayati Das said that the Research Committee do summer projects and publish them.
- Principal Dey said that both Associate and Assistant Professors can enroll Ph.d students. But she should have a Ph.d and should atleast have two publications in referred journal. Coupled with this, the professor should teach in Masters Programme either at Shri Shikshayatan College or any other recognized University.
- The Summer Projects of the college are funded from the Seed Money.
- Principal Madam said that the college can conduct seminar in every 3 months. The teachers can present and discuss any topic (related to her PhD also) with the students. The students can also present their summer project.
- Professor Jayati Das would create a roster for summer project, orientation/workshop and PhD related discussion by teachers.
- A workshop can be organized with Dr. Soma Bandopadhyay, Director of Women's Studies and Research Centre, University of Calcutta.
- Principal Madam suggested that the Central Research Committee should make a routine and a Plan of Action from July, 2017 to May, 2018.
- All Departments should do summer projects.

- Principal Madam said that more than 50% of the faculties of this college have Ph.D. Previously, many professors used to do minor projects. But there has been decline in the same. The Assistant Professors are encouraged to take up Minor Projects.

MINUTES OF THE IQAC MEETING

An IQAC Meeting is held on 17.5.17 in the Conference Room. Dr. Aditi Dey, Principal, Shri Shikshayatan College, Prof. Suchhanda Ghosh, Coordinator, IQAC and Dr. Susmita Saha, convener, COSU; Smt. Gitanjali Ghosh, convener, NSS; Smt. Fatema Mandelewala, convener, LTS were present. The discussions made in the meeting are as follows:

- NSS wants to work with 'Save the Children'
- There are proposals for after the class teaching program to local needy children within the college campus
- Regular visit to the adopted slum needs to be done and around 20 families could be selected for such a program
- Proposal for installation of water purifier in the slum was made
- COSU and LTS conveners mentioned that they will continue their regular activities and will submit a POA for the session 2017-18

Meeting of the IQAC Coordinator with the Placement Officer

Date: 2.8.17

Agenda: Plans of the placement cell for the session: 2017-18

IQAC Coordinator: *Suchbanda Ghosh,*

Placement Officer:

Vinita

1. Proposals put forward by placement officer :-
 - a) Exclusive notice board
 - b) Job portal in website
 - c) Meeting PG students on orientation day.

DATE OF MEETING: 21.9.17

Ref: IQAC meeting

Agenda: Discussion on the plan of action for institutional improvement

Members present:

Radhi Dey	Y. K. S.
	Libaliba
	↓ R. M. S.
	↓ J. M.
	↓ V. P.
Suchhanda Ghosh.	Sushanta Gupta
Agnita Kundu	Suvaksha Sinha
Siuli Mukherjee.	Deborah Saha (Kalyan)
Fatema Mandaywala	Sharmistha Ghosh 21/09/17

MINUTES OF THE IQAC MEETING WITH GOVERNING BODY

- An IQAC Meeting is held on **21.9.17** at **11 A.M** in **Room No 303**. President Shri G. K. Khaitan, Secretary Shri R.K.Misra, Joint Secretary Shri P.K. Sharma, Ms. Rita Bibra, Secretary General of JDBI, Dr. Aditi Dey, Principal, Shri Shikshayatan College, Ms. Vijayshree Panda, Prof. Suchhanda Ghosh, Coordinator, IQAC and other members of the IQAC team were present. The agenda of the meeting is
 - a. **Introducing the IQAC Team Members to the members of the Governing Body.**
 - b. **Presentation of a Power-point Presentation.**

- Principal Dr. Aditi Dey introduced the members of the IQAC team to the President Shri G.K.Khaitan, Secretary Shri R.K.Misra, Joint Secretary Shri P.K.Sharma and Ms. Rita Bibra, Secretary General of JDBI.
- Prof. Suchhanda Ghosh, Coordinator, IQAC thereafter presented a Power-point presentation on the activities and goals of the present IQAC team for the next NAAC visit. Prof. Ghosh has prepared her presentation by projecting the recommendations made by the NAAC Peer Team in September 2016 and the strategies which have been made by the present IQAC team to address the recommendations made by the NAAC visit.
- Ms. Rita Bibra, Secretary General of JDBI preferred for a hard copy before the power-point is presented so that they can think and give their well articulated suggestion and observation.
- President Shri G.K.Khaitan informed the members who were present in meeting about the friendly environmental measures that the College authorities are undertaking. The entire second floor of the college will be equipped with the LED lighting to minimize the consumption of electricity. This work will be completed during the Puja vacation by Philips. A cost of 5.5-6 lakhs will be bear by the college authority for this endeavor.
- Ms. Rita Bibra, Secretary General of JDBI made her queries regarding certain issues like Extension Academic Service, CBCS, Publication by the faculties, collaboration of the college with Wild Roots etc which have been projected in the PPT presentation. She said that although the college is taking environmentally friendly measures but it is her observation that teachers do use plastic bags. Coupled with these, she also questioned about the fire fighting system of the college.
- Principal Dr. Aditi Dey said that students are coming up with the idea of start up. She said that the Employment Cell is doing a good work. President Shri G.K.Khaitan said that the College is holding good seminars. Exchange programme is also practiced by the college. Ms. Rita Bibra appreciated this exchange programme of the college. She also admired the Bench Mark Strategies used for assessing the strength and weakness of the various departments of the College.

- President Shri G.K.Khaitan said that one or two General subjects like Statistics and Sociology can be upgraded to Honours subject. He stressed on the importance of the lecture capture so that the students may have an idea of the topic before coming to the class. Principal Dr. Aditi Dey confirmed that the students are given an ID and a Password and the procedure has already started. In the mobile, they have an app and they can access the lectures through the app.
- Ms. Rita Bibra, Secretary General of JDBI asked the Principal whether we are happy with the marks and grades given by the NAAC Peer Team to the College. Principal replied that we are satisfied with what we have got.
- President Shri G.K.Khaitan and Ms. Rita Bibra acknowledged and discussed of the space constraint of the College and the problem relating to the hostel facility.
- President Shri G.K.Khaitan appreciated the work of the present IQAC Team and the power-point presentation.
- The meeting ended with thanks.